

MATERIEL MANAGEMENT

AFSC 2S0XX



CAREER FIELD

EDUCATION AND TRAINING PLAN

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MATERIEL MANAGEMENT BADGE



HERALDRY:

The falcon at the center of the badge symbolizes the Air Force. It also symbolizes the strength, dedication, and devotion to duty of materiel management and fuels personnel who support the generation and employment of aerospace forces across the spectrum of warfare. In its talons, the falcon is holding a key and a bolt of lightning.

The bolt of lightning represents military strength and wartime readiness.

The key symbolizes the security, safekeeping, and control of supplies, in the old "Quartermaster Corps" tradition.

The crossed key and lightning bolt indicates that military strength and wartime readiness can only be achieved through the support provided by professional materiel management personnel.

The globe is symbolic of the extensive range of materiel management and fuels support which is worldwide.

The olive branch surrounding the badge symbolizes the peace aerospace forces provided through professional materiel management corps.

The three levels of award are signified by the addition of a star centered above the falcon for the senior level and a star surrounded by an olive branch for the master level.

Personnel can find specific guidance for the wear of the Materiel Management/Fuels badge in AFI 36-2903 Aeronautical, Duty, and Occupational Badges. Enlisted materiel management personnel are awarded the basic badge after completing initial 3-level training, the senior badge after award of the 7-level, and the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-level.

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**MATERIEL MANAGEMENT SPECIALTY
AFSC 2S0XX
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for AFSC 2S0XX. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions may use Part II of this document to support duty position qualification training.
2. This CFETP consists of two parts, both used by supervisors to plan, manage, and control training within the career field.
 - 2.1. Part I provides information necessary for overall management of the specialty. Section A explains the purpose and how to use the plan; Section B identifies career field progression information to include duties and responsibilities, specialty qualifications, skill level upgrade requirements, and Community College of the Air Force information; Section C outlines knowledge, education, training, and other qualifications required for entry, award and retention of each skill level; Section D indicates resource constraints; Section E identifies transition training guide requirements for SSgt through MSgt.
 - 2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS). Attachment one of Section A lists all tasks, core tasks, proficiency codes and technical references to support Air Education and Training Command (AETC) and OJT training. Additionally, attachment two of Section A identifies mandatory training for Materiel Management Unit Type Codes (UTC). Supervisors and Unit Training Managers must use this attachment to certify 2Sxxx Airmen for UTC-specific training prior to deployment for contingency operations. Section B (Course Objective List) and Section C (Support Materials) are not used. Section D identifies a training course index that supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E (MAJCOM Unique Requirements) is not used. Section F identifies training program points of contact. Section G identifies training program regulations. Section H describes Materiel Management Enlisted Career Broadening Program training objectives, program qualifications, and program administration.
3. Using guidance provided in this CFETP will ensure individuals in 2Sxxx career field receive effective and efficient training at the appropriate point in their career. This plan will enable supervisors to train today's work force for tomorrow's jobs. At unit level, supervisors, trainers, and training managers use this CFETP to identify, plan, and conduct training commensurate with the overall goals of this plan.

Abbreviations/Terms Explained

Advanced Training (AT). Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Career Field Education and Training Plan (CFETP). CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certification Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Continuation Training. Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Contract Training. Type 1 training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors and operators the Air Force requires for new or modified weapon systems.

Core Task. Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting CFETP graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

Course Training Standard (CTS). Training standard that identifies the training members will receive in a specific course.

Critical Task. A task that requires specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

Cross Utilization Training (CUT). Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

Deployment Task. Deployment tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Deployment tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Duty Position Tasks. The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and on-the-job (OJT) to qualify and upgrade airmen in each skill level of a specialty.

Expeditionary Training. Training for tasks identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

Exportable Course—Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Functional Area Managers (FAM). The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Manager. Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and aptitudes essential for successful job performance.

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified for officers..

Master Task List (MTL). A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

Master Training Plan (MTP). Employs a strategy for ensuring the completion of all work center job requirements by using a Master task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

Mission-Ready Airman. A technical training graduate certified on AFCFM-defined tasks that are required to be performed at the next duty station, following course completion.

No Go. Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Does not meet task standard.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, "over-the-shoulder" conducted to certify personnel in both upgrade (skill level award and job qualification) position certification training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Proficiency Training. Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Quota Type. A two-character code within AFTMS used to indicate the student's active duty status (i.e., airman, officer, or civilian) and the travel funding status (i.e., AETC-funded, unit-funded, or non-TDY). (**NOTE:** The "N" funding status is usually used for NPS pipeline students, PCS-length schools 20 weeks or longer, or non-active duty Air Force users). The particular codes are as follows:

1st Digit (Active Duty Status)	2nd Digit (Travel Funding Status)
A (airman)	T (AETC-funded)
O (officer)	P (unit-funded)
C (civilian)	N (non-TDY)

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course that results in the award of a skill level.

Specialty Training. The total training process used to qualify airmen in their assigned specialty.

Specialty Training Standard (STS). An Air Force publication (typically inserted as Part 2 of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard. Predetermined quality or quantity, against which performance skills and knowledge is measured. An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Task Certifier. See Certification Official.

Third Party Certification. Is an evaluation of completed training conducted by the task certifier and is only required when directed by the AFCFM.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Trainer. A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Training Session. Training that trainers conduct based on technical data for a maintenance task that existing courses could not support.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Training Start Date. Date training begins.

Training Completion Date. Date trainer or task certifier completes task evaluations and determines trainee is qualified to perform the task.

Upgrade Training (UGT). Mandatory training which leads to attainment of higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose

This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, trainers and certifiers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals in AFSC 2S0XX should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, proficiency training. In addition, the plan mandates specific functional contingency training required prior to deployment. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at Lackland AFB, TX. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. Contingency training is a function of qualification training that readies Materiel Management Airmen to perform as prescribed by the unit type codes (UTC) and mission capability (MISCAP) statement. The CFETP has several purposes, some are:

- 1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. In addition, it is used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses

The CFETP is used by the AFCFM, MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the Materiel Management specialty.

- 2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, proficiency, and contingency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.
- 2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval

HQ AF/A4LM, as the AFCFM, is the approval authority. MFMs and AETC training personnel will identify and coordinate on the career field training requirements. The AFCFM will initiate an annual review of this document with the AETC Training Manager and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Field Progression Information

4. Specialty Descriptions

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Enterprise Solution-Supply (ES-S)/Standard Base Supply System (SBSS) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ES-S/SBSS processes; accountable officer; responsible officer; and, responsible person obligations. Related DoD Occupational Subgroup: 155100.

4.1. Duties and Responsibilities:

- 4.1.1. Manages materiel management activities and systems involved in requirements determination, inventory control, receipt, storage and issue of supplies and equipment.
- 4.1.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, identification and receipt of property.
- 4.1.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities. Provides support to maintenance activities.
- 4.1.4. Inspects and identifies property. Determines condition of property received. Performs shelf life inspections of stock.
- 4.1.5. Develops methods and improves procedures for storing property. Plans use of storage facilities. Receipts, stores, issues, ships and transfers property. Provides cradle-to-grave control of Nuclear Weapons Related Materiel (NWRM), classified, sensitive, weapons, COMSEC, cryptological, pilferable, controlled items and other assets requiring special handling.
- 4.1.6. Provides support to maintenance activities. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.
- 4.1.7. Provides materiel management expertise to combat support and enabler organization's responsible officer(s), for the proper accounting and control of specified classes of materiel. Reviews and validates requirements. When required, initiates follow-up action(s) on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer.
- 4.1.8. Plans and schedules materiel storage activities. Determines requirements for storage, including NWRM, classified, sensitive, pilferable, controlled, radioactive, hazardous and flammable items.
- 4.1.9. Processes information retrievals using materiel management databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.
- 4.1.10. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of Supply System Interface System (SIFS). Ensures database integrity and makes necessary corrections.
- 4.1.11. Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the ES-S/SBSS. Process reports and makes them accessible to all users.
- 4.1.12. Applies system security policy and procedures to prevent unauthorized changes to data. Monitors systems processing and corrects processing errors. Monitors materiel management DDN traffic through use of the ES-S/SBSS Interface System and takes corrective action. Maintains liaison with the 754 Electronic Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems.
- 4.1.13. Operates motor vehicles and assorted materiel handling equipment.

4.2. Specialty Qualifications:

- 4.2.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting

systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

4.2.2. Education. For entry into this AFS, completion of high school with a course in mathematics is desirable.

4.2.3. Training. For award of AFSC 2S051, completion of a basic materiel management course is mandatory.

4.2.4. Experience. The following experience is mandatory for award of the AFSC indicated:

4.2.4.1. 2S051. Qualification in and possession of AFSC 2S031. Also experience is mandatory in preparing and maintaining documentation and records associated with materiel management.

4.2.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also experience is mandatory supervising storage facilities; analyzing trends in stockage policy and customer support; and, operating contingency processing functions.

4.2.5. Special Experience Identifier. Special Experience Identifier 027, Remote Processing Systems Operations, awarded upon completion and certification of specified Qualification Training Plan and after working at least two years in the RPS.

5. Skill/Career Progression

Adequate training and timely progression from the apprentice to the superintendent skill level plays an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses at Lackland AFB, TX. Initial skills training requirements were identified during the 2S0XX Utilization and Training Workshop (U&TW) held at Lackland AFB TX in November 2008. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the 5-level Career Development Course and Task Qualification to progress in the career field. Once task certified, a trainee may perform the task unsupervised. Materiel Management trainees will be assigned to entry level Materiel Management positions. Knowledge gained while working in these entry level positions will provide for the basis of further growth in the Materiel Management career field.

5.2. Journeyman (5) Level. Journeymen are expected to build upon the skills learned as an apprentice through additional on-the-job training, completion of career development course and certification on core tasks. Increased knowledge will prepare Journeymen assume higher levels of responsibility within the Materiel Management career field.

5.3. Craftsman (7) Level. A craftsman can be expected to fill various supervisory and management positions such as shift NCOIC, supervisor, and task certifier. Craftsmen will be expected to analyze the various materiel management processes and employ problem-solving techniques to achieve resolution of problems. They must complete the appropriate career development courses and should pursue additional Supply Chain Management and leadership courses to obtain added knowledge on management of resources and personnel. Additionally, craftsman must be certified on designated core tasks. Continued academic education through CCAF and advanced training, to include vocational programs, is encouraged. In addition, when selected for promotion to TSgt, individuals will be scheduled to attend the NCO Academy.

5.4. Superintendent (9) Level. Materiel Management superintendents can be expected to fill positions such as Superintendent, Section Chief, NCOIC and various NAF and MAJCOM staff positions. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. Individuals in the grade of MSgt may be selected for attendance at the Senior Noncommissioned Officer Academy. Once developed, Materiel Management MSgts will also be required to complete the Logistics Readiness SNCO Course.

5.5. Force Development Policy. Materiel Management SNCOs, at all levels, must ensure materiel management personnel outside the LRS are given the opportunity to learn and perform core tasks as shown in the Materiel Management STS. The senior enlisted materiel manager must coordinate with supervisors and commanders who functionally control materiel management personnel outside of the LRS to rotate these Airmen back into core materiel management processes/functions every 24 months when practical or when not restricted by personnel policies (i.e., individuals will not PCS solely to assure their reassignment to a said squadrons). Retaining AF Materiel Management Airmen outside the LRS or Air Force Global Logistics Support Center (AFGLSC) where they are not qualifying or retaining proficiency in core materiel management processes, adversely affects the individual's force development, career path, and prevents commanders from providing fully qualified Materiel Management Airmen to combatant commands during wartime operations.

6. Training Decisions

This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Materiel Management (2S0XX) career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach. These training decisions were made at the U&TW conducted at Lackland AFB in November 2008.

6.1. Initial Skills. Initial skills training provides 2S0XX trainees with knowledge and hands on experience in the entry level materiel management processes of receiving, storage, inventory, issue processing, research, MICAP, sourcing assets, repair cycle, deployment/contingency wartime support, stock control, equipment, document control, and turn-in processing. Additionally, trainees would receive training in reject management, reading and interpreting inquiries, and basic computer processing

6.2. Five Level Upgrade Requirements. Upgrade to the five-skill level will require completion of the 5-level CDCs and certification of all 5-level core tasks. Core tasks are identified within this document and are the minimum number of tasks that an individual must be certified on for upgrade to the higher skill level. Core tasks are the foundational tasks all Materiel Management Airmen must be able to perform whether at home station or deployed. Supervisors may determine additional task are required for upgrade training based on the Airmen's duty position. When resources are a constraining factor, and the supervisor/commander have annotated the STS correctly, individuals will not be delayed from upgrade to the next skill level. Contact the Force Support Squadron for skill-level upgrade waiver guidance and the proper procedures to annotate the individuals training record.

6.3. Seven Level Upgrade Requirements. Seven-level upgrade will be accomplished through completion of CDCs, certification of 7-level core tasks and once developed, completion of the 7-level computer based training course. As mentioned in the five-level upgrade requirements, training material will be designed to build upon foundational 5-level training and develop a more knowledgeable, materiel management Airmen who's more capable to perform at home station or deployed.

6.4. Core Task Certification. All core tasks require third party certification. The certifier must be different than the trainer, be certified on the task being certified and possess a minimum of a 7-skill level.

7. Community College of the Air Force

7.1. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree in Logistics Management. Below are the requirements that must be completed for award of the Associate's Degree.

Subject:	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education: Oral Communication (3), Written Communication (3), Mathematics (3), Social Science (3) and Humanities (3)	15
Program Elective	15
Total	64

7.2. The Logistics (1AMY) program. Applies to 2F0X1, 2G0X1, 2S0XX, and 4A1XX.

7.2.1. Degree Requirements

The journeyman (5) level must be held at the time of program completion.

7.2.1.1. Technical Education

(24 semester hours) A minimum of 12 SHs of technical core subjects or courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance by CCAF.

<u>Technical Core</u>	<u>Max Sem Hours</u>
CCAF Internship	18
Contract Management	3
Cryogenic Operations	10
Distribution Management	12
Fuels Distribution	15
Inventory Management	12
Logistics Automated Systems	6
Logistics Management	12
Materiel Handling/Plant Layout	3
Materiel Management	12
Principles of Accounting	6
Principles of Economics	6
Principles of Purchasing	3
Production/Operations Management	3
Warehouse Storage and Operations	6
<u>Technical Electives</u>	<u>Max Sem Hours</u>
Business Mathematics/Statistics	3
Computer Science	6
Enlisted Professional Military Education	6
Environmental Protection Procedures	3
General Chemistry	3
Hazardous Materials	3
Industrial Safety	3
Introduction to Business	3
Introduction to the Petroleum Industry	3
Introduction to Transportation	3
Principles of Marketing	6
Quality Assurance	3

7.2.1.2. Leadership, Management & Military Studies

(6 semester hours) Professional military education, civilian management courses accepted in transfer and/or by testing credit.

7.2.1.3. Physical Education (4 Semester Hours). This requirement is satisfied by Basic Military Training.

7.2.1.4. General Education

(15 semester hours) Applicable courses must meet the criteria for application of courses to the general education requirement and agree with the definitions of applicable General Education subjects/courses in the CCAF catalog.

<i>Example Subject/Courses</i>	<i>Sem Hours</i>
Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
Intermediate algebra or a college-level mathematics course satisfying delivering institution's mathematics graduation requirement-if an acceptable mathematics course applies as technical or program elective, you may substitute a natural science course for mathematics.	
Social Science	3
Anthropology, archaeology, economics, geography, government, history, political science, psychology, sociology	
Humanities	3
Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy, religion	

7.2.1.5. Program Elective

(15 semester hours) Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through Defense Language Proficiency Test; maximum 9 SHs of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

7.3. Off-Duty Education

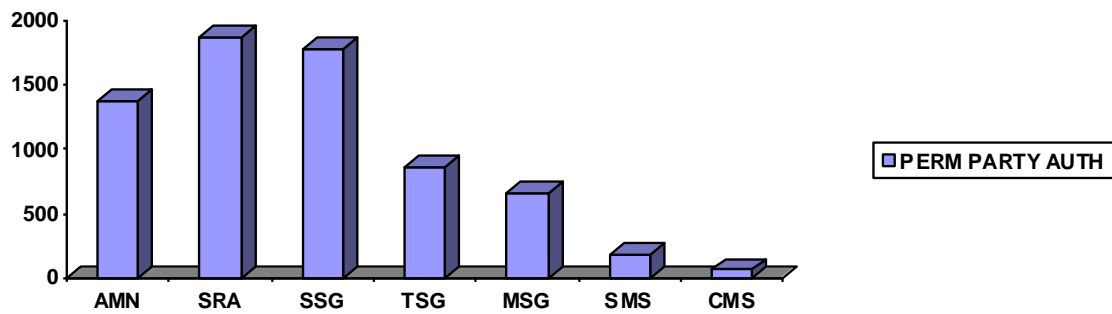
Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree and/or Supply Chain management certification. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.4. For certification in transportation and logistics, contact the American Society of Transportation and Logistics, 229 Peachtree St Ste 401, Atlanta GA 30303; (404) 524-3555; www.astl.org.

8. Career Field Path



8.1. Manpower Table. The Materiel Management Manpower chart, shown below, illustrates the FY 08/10 Enlisted Grade Allocation/Career Progression Group (CPG) for the specialty by grade.

Materiel Management Manpower



AMN	SRA	SSG	TSG	MSG	SMS	CMS	TOTAL
1377	1870	1781	862	664	191	64	6745

8.2. Enlisted Career Path. The grade requirements for average sew-on and earliest sew-on times are reflections of data received from AFPC and are a snapshot in time and are not AFSC specific. Individuals should use these averages as reference points only, not as measures of achievement within the 2S0XX career field. For more detailed information log-on to the AF Portal and go to My EDP.

Table 8.2. Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school	Amn A1C	6 months		
Apprentice Technical School (2S031) (3-Skill Level)		16 months		
Upgrade To Journeyman (2S051) (5-Skill Level) - Minimum 12 months on-the-job training (OJT)- Minimum 9 months OJT for retrainees -Complete all 5-level core tasks- Complete appropriate CDC	A1C	3 years	28 months	12 Years
Airman Leadership School (ALS) - Must be SrA with 48 months time in service or be a SSgt Selectee - Resident graduation is prerequisite for SSgt sew-on (Active Duty only)	<u>Trainer</u> - Recommended by supervisor - Be an Airman Leadership School Graduate - Attend Air Force Training Course - Qualified and certified to perform the task to be trained (3 rd party certification required by CFM).			
Upgrade To Craftsman (2S071) (7-Skill Level) - Minimum rank of SSgt -Complete all 5- and 7-level core tasks - 12 months OJT - Minimum 6 months OJT for retrainees - Complete appropriate CDC - Complete Advance Technical School (when applicable)	SSgt	7.5 years (Validate)	3 years	20 Years
	<u>Certifier</u> - At least a 5-skill level (or civilian equivalent) -Qualified and certified to perform the task being trained (3 rd party certification required by CFM). - Attend Air Force Training - Be a person other than the trainer			
Noncommissioned Officer Academy(NCOA) - Must be a TSgt or TSgt Selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty only)	TSgt	12.5 years	5 years	24 years
	MSgt	16 years	8 years	26 years
Upgrade To Superintendent (2S091) (9-Skill Level) - Minimum rank of SMSgt -LogR SNCO Course (once online) - Supervisor's recommendation and commander approval	SMSgt	19.2 years	11 years	28 Years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt, SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt (Active Duty only)				

Materiel Manager CEM (2S000) - Must be a resident graduate of SNCOA	CMSgt	21.5 years	14 years	30 Years
CMSgt Leadership Course (CLC) Provides our newest chief master sergeants with foundational strategic-level leadership knowledge that is invaluable to the employment of air and space forces in support of national security.				

Section C - Skill Level Training Requirements

9. Purpose

Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A of this CFETP.

10. Specialty Qualification

10.1. Apprentice Level Training: AFSC 2S031, Materiel Management Apprentice

10.1.1. Knowledge. Knowledge is mandatory of: materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing systems, storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material procedures; and materiel management deployment/contingency operations.

10.1.2. Education. Completion of high school is desirable. Emphasis in a course in mathematics is desirable.

10.1.3. Training. For award of AFSC 2S031, completion of the basic Materiel Management Apprentice course is mandatory.

10.1.4. Training Sources/Resources. Completion of initial skills training, Materiel Management Apprentice course at Lackland AFB, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

10.1.5. Implementation. The 3-skill level will be awarded upon successful completion of the Materiel Management Apprentice Course.

10.2. Journeyman Level Training: AFSC 2S051, Materiel Management Journeyman

10.2.1. Knowledge. Knowledge is mandatory of: Air Force property accounting, roles and responsibilities of the accountable officer, responsible officer, and responsible person; base materiel management policies and procedures; stock and inventory control; principals of property accounting through manual or automated data processing systems; storage methods; receiving, issuing, and disposing of property; techniques for handling flammables and explosives (exclusive of ammunition, except for small arms ammunition); techniques for identifying items, fire prevention and safety precautions, and hazardous material procedures.

10.2.2. Education. Completion of high school is desirable. Emphasis in a course in mathematics is desirable.

10.2.3. Training. Completion of both 5-level CDCs and core tasks on the STS.

10.2.4. Experience. Qualification in and possession of AFSC 2S031. Experience is mandatory in functions such as preparing and maintaining documentation and records associated with inventory management actions; receipt, storage, and issue of property; conducting inventories; or configuration and operation of storage facilities.

10.2.5. Training Sources/Resources. CDC 2S051 provides the career knowledge training required. The current STS shows the tasks that are trained through the CDC materiel. Continuation/qualification training and OJT are provided by qualified trainers.

10.2.6.. Implementation. Entry into formal journeyman upgrade training is accomplished as soon as the individual is assigned to their first duty station.

10.3. Craftsman Level Training: AFSC 2S071, Materiel Management Craftsman

10.3.1. Knowledge. Knowledge is mandatory of Air Force property accounting; the roles and responsibilities of the accountable officer, responsible officer, and responsible person; materiel management policies and procedures; stock and inventory control; principals of property accounting through manual or automated data processing systems; storage methods; receiving, issuing, and disposing of property; techniques for handling flammables and explosives (exclusive of ammunition, except for small arms ammunition), techniques for identifying items, fire prevention and safety precautions, and hazardous materials

10.3.2. Education. Continued education in logistics management is desirable.

10.3.3. Training. Completion of 7-level CDCs, core tasks and advanced course (when applicable).

10.3.4. Experience. Qualification in, and possession of AFSC 2S051. Experience is mandatory in performing or supervising functions such as establishing and maintaining reporting and management procedures for stock consumption, receipt, storage, and issue of property, conducting inventories, analyzing trends in stockage policy and customer support, and supervising storage facilities.

10.3.5. Training Sources/Resources. The STS identifies all the core tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

10.3.6. Implementation. Entry into OJT is initiated on the 1st day of the promotion cycle upon being selected to the rank of SSgt. Individuals must also possess a 5-skill level. Trainees must be certified on all core tasks.

10.4. Superintendent Level Training: AFSC 2S091, Materiel Management Superintendent

10.4.1. Knowledge. Knowledge is mandatory in areas of manual and automated materiel management accounting procedures, and operational techniques used in logistics functions such as materiel management, transportation, maintenance, and procurement.

10.4.2. Education. Continued education in logistics management is desirable.

10.4.3. Training. Completion of SNCOA in-residence or correspondence and SMSgt sew-on are mandatory for award of the 9-skill level. Additionally, once developed, all Materiel Management SMSgts must complete the Logistics Readiness SNCO Course before they will be awarded their 9-level.

10.4.4. Experience. For award of AFSC 2S091, qualification in and possession of AFSC 2S071 is mandatory.

10.4.5. Training Sources/Resources. Senior NCO Academy correspondence course provides information helpful to individuals preparing for the grades of SMSgt and CMSgt. The Logistics Readiness SNCO Course will also provide increased knowledge on the entire Logistics Readiness enterprise so each Materiel Management SNCO will be better prepared to serve in superintendent or other strategic level logistics readiness positions.

10.4.6. Implementation. Entry into OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee.

Section D - Resource Constraints

11. Purpose

This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Unit should utilize nearest AF/ANG/AFRES installation to accomplish any training requirements that cannot be accomplished at home station. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training

There are no known constraints.

13. Five Level Training

There are no known constraints.

14. Seven-Level Training

There are no known constraints.

Section E. Transitional Training Guide:

There are currently no transitional training requirements. This area is reserved.

Part II

Section A-Specialty Training Standard

1. Implementation

The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning 20090817 and graduating 20091001 (2S031).

2. Purpose

2.1. Column 1 (Task, Knowledge and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Column 2 identifies the core tasks that must be certified for upgrade to the next higher skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. However, every attempt to obtain the training through contractors, ANG, AFRC, etc... must be exhausted before core task waiver requests are submitted for approval. Contact the Military Personnel Flight for guidance and the proper procedures to annotate the individuals training record when core task training cannot be accomplished. Materiel management personnel in outside units, i.e., maintenance, civil engineers, etc., will not use this document exclusively when they are supported by a materiel management account. Rather, the host LRS Training Section will be contacted for assistance. Column 3 is the administrative area for training start/stop dates, trainer, trainee and certifier initials. Column 4 lists 3-, 5-, and 7-skill level training proficiency codes.

2.2. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training, career development courses, and web-based training course, once developed/fielded

2.3. Attachments 1 and 2 become a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and IAW AFI 36-2201. When used as a JQS, the following requirements apply:

2.3.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training start date, Training Completed date, Trainee Initials, Trainer Initials, Certifier Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.3.1.1. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and current task qualifications. Transcribe qualifications in the following manner: For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee and supervisor's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.3.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFECD. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier receives certification on the STS if approved by the applicable approval authority. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.3.1.3. Decertification and Recertification. When an Airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated systems. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if

required) by both erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.3.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance, meet local demands for accuracy, timeliness, and correct use of procedures.

2.3.3. Application. This STS applies to the training of the Total Force. Unit Commanders of non-LRS units with materiel management personnel assigned coordinate training needs through the host LRS Training Section or respective MAJCOM Functional Manager if there is no LRS on the base. This will ensure qualified trainers/certifiers are available and training is accomplished on all core tasks. Waiver authority for core tasks that cannot be accomplished due to non-availability of equipment is assigned to the host LRS/AFGLSC unit Commander.

2.4. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air National Guard or the Air Force Reserve.

3. Recommendations

Comments and recommendations are invited concerning quality of AETC training. Reference specific STS paragraphs and address correspondence regarding changes to 37 TRG/DOS, 1220 Truemper Street, Suite 1, Lackland AFB, TX 78236-5568. A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this specialty training standard. For quick responses to problems, call our customer service information line, DSN 473-2917 any time day or night.

4. STS Automation – Training Business Area (TBA)

4.1. In accordance with (IAW) AF/A4M/A4R and SAF/XCT (A6) coordinated message (DTG 301608, Apr 07), the use of TAB is the approved, mandatory method for tracking and documenting training for the Materiel Management career field. MAJCOMs and units shall begin implementation of TBA according to the schedule located on the TBA Community of Practice (CoP):

[HTTPS://WWW.D.MIL.AF.MIL/AFKNPROD/ASPS/COP/ENTRYCOP.ASP?FILTER=OO-LG-ES-04](https://www.d.mil.af.mil/afknprod/asps/cop/entrycop.asp?filter=oo-lg-es-04).

4.2. During the implementation process, manual AF Form 623 records will be retained (inactive status) for 12 months after the unit is FOC. Units are not required to perform dual documentation of TBA automated and manual training records. Paper copies of the master training plan (MTP) for individual work centers will be maintained IAW AFI 36-2201 until further guidance is provided. Units will continue to document ancillary training IAW with methods currently in use.

4.3. In accordance with AF/A4M/A4R and SAF/XCT (A6) coordinated message (DTG 301608, Apr 07), the use of TAB is the approved, mandatory method for tracking and documenting training for the Materiel Management career field. MAJCOMs and units shall begin implementation

4.4. Certification is accomplished as outlined in paragraph 2 above.

Section B - Course Objective List

This section not used.

Section C - Support Materials

The merger of the 2S0X2 career field into the 2S0X1 career field resulted in discontinuation of the Supply Systems Analyst courses. However, there is still a need to provide training for Computer Operations type duties. Therefore, the Materiel Management Computer Operations Qualification Package (QTP) was developed. The purpose of the QTP is to provide supplemental training for award of the Computer Operations, Remote Processing Station (RPS) Special Experience Identifier (SEI) 027. Training requirements are taken directly from the 2S0X1 CFETP Part II, Sections 24 and 25. **Regardless of your current skill level, in order to obtain the SEI 027, you are expected to perform at the journeyman level and be working in the RPS for at least 2 years.** Daily tasks are set at a proficiency of “3c”; while less common tasks are set at a proficiency of “2b”. There are portions of the QTP that are **NOT** required for award of SEI 027 and are marked as ‘NONE’ on the requirement line; however, they should still be completed because the tasks provide a basic foundation necessary to guide you successfully through your training. The QTP can be downloaded from the Materiel Management Community of Practice:

<https://wwwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-AF-20>.

Section D - Training Course Index

5. Air Force In-Residence Courses

For information on all formal courses, refer to the Air Force Education and Training Course Announcement (ETCA) database at <https://etca.randolph.af.mil>.

6. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses

For information on all distance learning and web-based courses refer to the following web sites:

Air University – <http://www.au.af.mil/au/afiadl/>

AF Institute of Technology – <http://www.afit.edu/ls/>

Acquisition Community Connection - <https://acc.dau.mil/CommunityBrowser.aspx?id=1&lang=en-US>

Defense Acquisition University - <https://learn.dau.mil/html/login/Logout.jsp>

Expeditionary Combat Support Systems - <https://www.ecss.wpafb.af.mil/newsletter.asp>

Joint Doctrine, Education & Training Electronic Information System -- <https://jdeis.js.mil/jdeis/index.jsp>

Joint Forces Staff College - http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp

US Air Force Community College of the Air Force - <http://www.maxwell.af.mil/au/ccaf/certifications.asp>

US Army Logistics Management College - http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp

US Army Quartermaster Center and School - <http://www.quartermaster.army.mil/>

Section E - MAJCOM Unique Requirements

There are currently no MAJCOM unique requirements. This area is reserved.

Section F - Training Program

Points of Contact

HQ UNITED STATES AIR FORCE (HQ USAF)
HQ USAF/A4LM
1030 Air Force Pentagon
Washington DC 20330-1030
DSN 2272530 FAX 225-9811

Air Force Special Operations Command (AFSOC)
HQ AFSOC/A4RM
Hurlburt Fld Fl 37544-5273
DSN 579-2348
FAX 579-2373

AF PERSONNEL CENTER (AFPC)
HQ AFPC/DPAA1
Randolph AFB, TX 78150-4734
DSN 665-4008
FAX 665-4315

Air Mobility Command (AMC)
HQ AMC/A4RMP
Scott AFB, IL 62225-5001
DSN 779-2813
FAX 779-4878

Air Combat Command (ACC)
HQ ACC/A4RM
Langley AFB, VA 23665-2791
DSN 575-5455

Air National Guard (ANG)
NGB/A4R
3500 Fetchet Ave
Andrews AFB, MD 20762-5157
DSN 278-8960
FAX 278-8195

HQ 754 Electronic Systems Group
(formerly Standard Systems Group)
HQ 754 ELSG/ILSS
Maxwell AFB Gunter Annex AL 36114-5000
DSN 596-3300
FAX 596-5186

Air Force Reserve Command (AFRC)
HQ AFRC/A4R
Robins AFB, GA 31098-6001
DSN 497-0485
FAX 497-0731

Air Education and Training Command (AETC)
HQ AETC/A4RM
Randolph AFB, TX 78150-4440
DSN 487-3925
FAX 487-3988

Air Force Materiel Command (AFMC)
HQ AFMC/A4RX
Wright Patterson AFB, OH 45433-5001
DSN 787-9138
FAX 986-2138

Pacific Air Forces (PACAF)
HQ PACAF/A4RM
Hickam AFB, HI 96853-5000
DSN 315-449-8824
FAX 315-449-812

Air Force Reserve Command (AFRC)
HQ AFRC/LGS
Robins AFB, GA 31098-6001
DSN 497-0485
FAX 497-0731

United States Air Forces - Europe (USAFE)
HQ USAFE/A4R
Unit 3050 Box 105
RAMSTEIN AB, GE
APO AE 09094-5000
DSN 314-480-6298 FAX 314-480-9901

Air Force Space Command (AFSPC)
HQ AFSPC/LCR
Peterson AFB, CO 80914-4390
DSN 692-3334
FAX 692-9865

Materiel Management Schoolhouse
345 TRS/TTL
Lackland AFB, TX 78236
DSN 473-8265
FAX 473-0738

Section G-Training Program Regulations

AFCAT 36-2233, USAF Formal Schools Catalog
AFH 36-2235, Information for Designers of Instructional System, Vols. 1-11
AFI 36-2101, Classifying Military Personnel (Officers and Enlisted)
AFI 36-2201, Air Force Training Program OJT Administration
AFI 36-2301, Professional Military Education
AFI 36-2304, Community College of the Air Force
AFI 36-2502, Airman Promotion Program
AFI 36-2605, Air Force Military Personnel Testing System
AFI 36-2903, Dress and Personal Appearance of Air Force Personnel
AFI 38-101, Air Force Organization
AFMAN 36-2234, Instructional System Development
AFPAM 36-2241, Professional Development Guide

Section H-Materiel Management Enlisted Career Broadening Program

7. Training Objectives. The Wholesale Logistics Enlisted Career Broadening Experience Program provides for the cross fertilization of training, knowledge, experience, and perspectives to promote a better understanding of the whole supply system for materiel management noncommissioned officers. This program will teach "wholesale" processes that include functional interfaces, item and system program management, requirements or item processing, and provisioning, procuring, budgeting, and funding processes at an Air Force Materiel Command (AFMC) depot or Defense Logistics Agency (DLA) center.

8. Program Qualifications. Nominees must possess the rank of Technical Sergeant (Select), Technical Sergeant, or Master Sergeant, have less than 15 years in service (as of 1 August the year reporting into the program), have a 2S071 control AFSC, be eligible for Permanent Change of Station (PCS) in accordance with AFI 36-2110, *Assignments*, have completed one overseas tour, have a SECRET security clearance and be eligible to obtain a TOP SECRET security clearance, have no quality control restrictions, and be recommended by the squadron commander. Those qualifications that may be waived and desirable qualifications are listed in AFMAN 23-110, Vol. 1, Part One, Chapter One, Section 1K.

9. Program Administration

9.1. The AF/A4LM Materiel Management Career Field Manager solicits volunteers during the month of May of each year by sending a message to all supply agencies and base personnel offices. Volunteers submit a package to their organization commander, who ensures the individual meets the mandatory requirements, endorses the approved package and forwards the package to their respective Materiel Management MAJCOM Functional Manager (MFM). The Materiel Management MFM will scrutinize the package and if he/she concurs with the organization commander's recommendation, the MFM will upload their respective MAJCOM nominee(s) package to the Materiel Management CoP

(<https://wwwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-AF-20>)

9.2. Once all nominations are received, the AFPC Materiel Management Assignments NCO will screen nominees for PCS eligibility. After PCS eligibility is determined, a selection panel (Chairman, Materiel Management Career Field Manager and board members are each MFM and program managers from DLA and SSG) will convene in the July of each year. The board will make selections based on the nominee's performance reports and breadth of retail supply experience. The selectees will be notified by message soon after the selections have been made. A list of the assignments and the rank order process by each selectee is listed in AFMAN 23-110, Vol. 1, Part One, Section 1K.

9.3. HQ AFPC assigns three NCOs per year to each Air Logistics Center (ALC) within the Air Force Materiel Command (AFMC), and three per year to each Defense Supply Center (DSC) within the Defense Logistics Agency (DLA).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LT GEN LOREN M. RENO

DCS/Logistics, Installations and Mission Support (A4/7)

- Attachment 1. Qualitative Requirements (Proficiency Code Key)
- Attachment 2. AFSC 2S0X1 STS
- Attachment 3. Contingency/Expeditionary Training Requirements

<i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i>		
NAME OF TRAINEE		
PRINTED NAME (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	LAST FOUR of SSAN
PRINTED NAME OF CERTIFYING OFFICIAL & TRAINER AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.		

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		

1 MATERIAL MANAGEMENT CAREER FIELD												
TR: AFMAN 23-110; AFI 21-101, AFI 36-2108												
1.1 Expeditionary Logistics for the 21st century (eLog 21)								A	B	-	-	-
1.2 Air Expeditionary Forces (AEF)												
1.2.1 Concepts								A	B	-	-	-
1.2.2 Materiel Management UTCs	X							-	B	-	B	-
1.3 Progression in career ladder								A	-	-	-	-
1.4 AFSC specific duties								A	B	-	-	-
1.5 Logistics enlisted opportunities								-	A	-	A	-
1.6 Organizational structure												
1.6.1 Logistics Readiness Squadron (LRS)								A	A	-	B	-
1.6.2 Decentralized logistics support								A	A	-	B	-
1.6.3 Air Force Materiel Command (AFMC)								A	A	-	-	-
1.6.4 Air Force Global Logistics Support Center (AFGLSC)								A	A	-	B	-
1.7 Supply major processes								A	B	-	-	-
1.8 Sources of Supply (SOS)												
1.8.1 Air Logistics Center (ALC)								A	A	-	-	-
1.8.2 Defense Logistics Agency (DLA)								A	A	-	-	-
1.8.3 General Services Administration (GSA)								A	A	-	-	-
1.8.4 Local manufacture								-	A	-	-	-
1.8.5 Local purchase								-	A	-	-	-
1.8.6 Centralize Repair Facility (CRF)								A	A	-	-	-
1.8.7 Contractor Inventory Control Point (ICP)								-	A	-	-	-
1.9 Classes of Supply												
1.9.1 Subsistence (I)								-	A	-	-	-
1.9.2 Clothing, individual equipment, tentage, organizational tool sets, tool kits, hand tools, admin/ housekeeping supplies and equipment. (II)		X						A	A	-	-	A
1.9.3 Petroleum, Oil, and Lubricants (POL) (III)								-	A	-	-	A
1.9.4 Construction (IV)								-	A	-	-	A
1.9.5. Ammunition (V)								-	A	-	-	A
1.9.6 Personal demand items (non-military sales items) (VI)								-	A	-	-	A
1.9.7 Major end items (VII)		X						A	A	-	-	A
1.9.8 Medical materiel (VIII)								-	A	-	-	A
1.9.9 Repair parts (IX)		X						A	A	-	-	A
1.9.10 Materiel to support non-military programs (X)								-	A	-	-	A
2 SECURITY												
TR: AFI 10-1101, 33-202, 33-112, 33-114, 33-119, 33-220; DODR 5200.1R; AFMAN 23-110 Vol 2, Parts 4, 8, and 9												
2.1 Safeguard information (OPSEC)								A	-	-	-	-
2.2 Communications Security								A	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
(COMSEC)												
2.3 Materiel Management Systems												
2.3.1 Transaction Processing								A	A	-	-	-
2.3.2 Access system								2b	-	-	-	-
3 MICROCOMPUTERS												
TR: AFI 33-112, AFI 33-114, AFMAN 23-110 Vol 2, Part 2, Chap 4												
3.1 Hardware												
3.1.1 Install peripherals								-	-	-	-	-
3.1.2 Troubleshoot problems								-	-	-	-	-
3.2 Software												
3.2.1 Install								-	-	-	-	-
3.2.2 Troubleshoot problems								-	-	-	-	-
3.2.3 Copyright restrictions								-	-	-	-	-
3.2.4 Use operating system								a	-	-	-	-
3.2.5 File/folder Concept								-	-	-	-	-
3.2.6 Use web browser								a	-	-	-	-
3.2.7 Navigate												
3.2.7.1 Air Force Portal								2a	-	-	-	-
3.2.7.2 Communities of Practice (CoPs)								a	-	-	-	-
3.2.7.3 Communities of Interests								-	-	-	-	-
3.2.8 Use emulator package(s)								-	-	-	-	-
4 ISSUE PROCESS												
TR: AFMAN 23-110; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB)												
4.1 Prepare issue												
4.1.1 Stock number request	X							2a	b	-	-	-
4.1.2 Part number request	X							2a	b	-	-	-
4.2 Process the issue	X							2a	b	-	-	-
4.3 I004/I023 Management notice												
4.3.1 Verify requirement								a	b	-	-	b
4.3.2 Review other assets notice								2a	b	-	-	b
4.3.3 Reprocess issue request								2a	b	-	-	b
4.4 Process issue from detail record	X							2a	b	-	-	b
4.5 Maintenance/materiel management system interface								A	A		B	
5 RESEARCH/RECORDS MAINTENANCE PROCESSES												
TR: AFMAN 23-110; AFJMAN 23-210; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); DOD 4145.19R; DFAS-DE 7077.10-M												
5.1 Research publications												
5.1.1 AFMAN 23-110	X							2b	b	-	b	-
5.1.2 DOD 4145.19-R								-	-	-	-	-
5.1.3 AFJMAN 23-210								-	-	-	-	-
5.1.4 DFAS-DE 7077.10-M								-	-	-	-	-
5.1.5 Web-based resources								-	-	-	-	-
5.1.6 Technical orders								-	b	-	-	b
5.2 Stock Number												
5.2.1 National Stock Number (NSN)	X							A	A	-	-	-
5.2.2 Non-catalogued								-	A	-	-	-
5.3 Research D043, master item identification and control system								2a	b	-	-	b
5.4 Research FEDLOG	X							2a	b	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
5.5 Item record												
5.5.1 Process FIL	X							2a	b	-	-	b
5.5.2 Process FIC/FID								2a	b	-	-	-
5.5.3 Expendability, Recoverability, Reparability, Cost (ERRC) code structure	X							A	B	-	-	-
5.6 (Load/change/delete) Interchangeable and Substitution Group (I&SG) record								-	b	-	-	-
5.7 Local assigned I&SG								-	B	-	-	-
5.8 (Load/change/delete) support records								-	-	-	-	-
5.9 Maintain listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc.)								-	-	-	-	-
5.10 Stock number user directory system (D071)								-	A	-	-	-
5.11 Process AF Form 86								-	-	-	-	-
6 MISSION CAPABLE (MICAP) PROCESS												
TR: AFMAN 23-110												
6.1 MICAP responsibilities												
6.1.1 AFLSC								A	B	-	-	-
6.1.2 MAJCOM								-	-	-	-	-
6.1.3 Depot								A	B	-	-	-
6.1.4 Base level								A	B	-	-	-
6.2 MICAP due-out												
6.2.1 Create detail								1a	b	-	-	-
6.2.2 Delete detail								1a	b	-	-	-
6.2.3 Modify detail (NOR)								1a	b	-	-	-
6.3 Cause codes								-	A	-	B	-
6.4 Delete codes								-	A	-	B	-
6.5 Monitor status								1a	b	-	-	-
7 REPAIR CYCLE PROCESS												
TR: AFMAN 23-110; TOs 00-20-3, 00-35D-54												
7.1 Repair cycle overview								A	B	-	-	-
7.2 Due-in From Maintenance (DIFM) items												
7.2.1 Review repair cycle asset management listing (D23)								a	b	-	-	b
7.2.2 DIFM process												
7.2.2.1 Perform DIFM reconciliation								a	b	-	-	-
7.2.2.2 Process turn around action (TRN)								a	b	-	-	c
7.2.3 Process DIFM status codes								1a	b	-	c	-
7.2.4 Unserviceable items storage								A	B	-	-	-
7.3 Monitor Awaiting Parts (AWP) (D19)								a	b	-	c	-
7.4 Asset flow												
7.4.1 Process base level repair								1a	b	-	-	-
7.4.2 Process off base repair								1a	b	-	-	-
7.4.3 Process condemnation								1a	b	-	-	-
7.5 Manage time change items								-	-	-	-	-
7.6 Manage time compliance technical								-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
order (TCTO)												
7.7 2-Level Maintenance								A	A	-	B	-
7.8 Supply points								A	A	-	B	-
7.9 (Load, change, delete) supply point detail records								-	b	-	-	c
7.10 Conduct supply point reconciliation (Q13)								-	b	-	-	c
7.11 Monitor/review repair cycle data list (Q04)								-	b	-	-	c
8 WAR RESERVE MATERIEL (WRM)												
TR: AFMAN 23-110; AFIs 10-403, 25-101, 25-102, AFMAN 10-401, DOD 4145.19.R-1												
8.1 Responsibilities								A	B	-	-	-
8.2 Management												
8.2.1 Manage War Consumables Distribution Objective (WCDO)								-	-	-	-	-
8.2.2 Manage War Plans Additive Requirements Report (WPARR)								-	-	-	-	-
8.3 Types												
8.3.1 Equipment								-	A	-	B	-
8.3.2 Basic expeditionary airfield resources (BEAR)								-	A	-	B	-
8.3.3 Readiness Spares Packages (RSP)								A	-	-	-	-
8.4 Review listings								a	-	-	-	-
9. READINESS SPARES PACKAGES (RSP)												
TR:												
9.1 Issue property	X							1a	b	-	-	-
9.2 Maintenance of assets								-	a	-	b	-
9.3 Types								-	A	-	B	-
9.4 Deployment preparation												
9.4.1 (Load, change, delete) WRM/RSP authorizations								-	b	-	-	b
9.4.2 Transfer (ROBUST) assets between RSP/WRM details (1KT)								-	b	-	-	b
9.4.3 Process deploy/return documentation		X						-	a	-	-	b
9.4.4 Process transfer documentation		X						-	a	-	-	b
9.4.5 Reconciliation												
9.4.5.1 Process (S07)								-	b	-	-	b
9.4.5.2 Process (S05)								-	b	-	-	b
9.4.6 Certify hazardous cargo								-	-	-	-	-
9.4.7 Prepare RSP for shipment		X						-	b	-	-	b
9.4.8 Execute checklist								-	-	-	-	-
9.5 PC-Aircraft Sustainability Module (PC-ASM)								-	B	-	B	-
9.6 Load database								-	-	-	-	-
9.7 Capability assessment												
9.7.1 Run								-	-	-	-	-
9.7.2 Validate								-	-	-	-	-
9.8 Deployment computation												

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B		C	
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	(2) QTP	7 Skill Level (1) CDC	(2) Crs
9.8.1 Run								-	-	-	-	-
9.8.2 Validate								-	-	-	-	-
9.9 Use deceleration								-	-	-	-	-
9.10 Run R-26 merge								-	-	-	-	-
9.11 Individual Protective Equipment (IPE)												
9.11.1 Small arms management								-	A	-	B	-
9.11.2 (Issue/receive) weapons								-	-	-	-	-
9.11.3 Deploy/transfer weapons								-	a	-	a	-
9.12 Mobility bags												
9.12.1 Assemble								1a	a	-	-	-
9.12.2 Issue								1a	a	-	-	-
9.12.3 Maintain								-	a	-	-	-
9.13 Mobility Inventory Control and Accountability System (MICAS)												
9.13.1 Add/delete personnel								1a	a	-	b	-
9.13.2 Create a bag								1a	a	-	b	-
9.13.3 Process bag issue/turn-in								1a	a	-	b	-
9.13.4 Create standard query								a	a	-	b	-
9.13.5 Create standard report								a	a	-	b	-
9.13.6 Update contract/Lot number								a	a	-	b	-
9.13.7 Server utilities												
9.13.7.1 Restore database								-	-	-	-	-
9.13.7.2 Backup database								-	-	-	-	-
9.14 Readiness Control Center (RCC)												
9.14.1 OPlan								-	-	-	B	-
9.14.2 Unit Type Code (UTCs)								-	A	-	B	-
9.14.3 Time Phased Force Deployment Data (TPFDD)								-	-	-	B	-
9.14.4 Design Operation Capability (DOC) statement								-	-	-	B	-
9.14.5 Deployment/Crisis Action Planning and Execution System (DCAPES)								-	-	-	-	-
9.14.6 Air Force Wide UTC Availability System (AFWUS)								-	-	-	A	-
9.14.7 AEF UTC Reporting Tool (ART)								-	A	-	B	-
9.14.8 Status of Resources and Training System (SORTS)								-	A	-	B	-
9.14.9. Operate Logistics Module (LOGMOD) Program								-	-	-	-	-
10 STOCK CONTROL PROCESS												
TR: AFMAN 23-110												
10.1 Stock Control												
10.1.1 Responsibilities								A	B	-	-	-
10.1.2 AFGFSC								A	B	-	-	-
10.1.3 LRS								A	B	-	-	-
10.2 Stockage policy												
10.2.1 Economic Order Quantity (EOQ)								-	A	-	-	-
10.2.2 Repair cycle								-	A	-	-	-
10.2.3 Equipment								-	A	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B		C	
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	(2) QTP	7 Skill Level (1) CDC	(2) Crs
10.3 Stockage levels												
10.3.1 Compute demand levels								-	-	-	-	-
10.3.2 Process adjusted levels								-	a	-	b	-
10.3.3 Readiness Base Level (RBL)								-	A	-	B	-
10.3.4 Process RBL reconciliation								-	-	-	-	-
10.3.5 Mission change data								-	-	-	A	-
10.3.6 Customer Oriented Leveling Technique (COLT)								-	A	-	B	-
10.3.7 Proactive Demand Leveling (PDL)								-	A	-	B	-
10.4 Military Standard Requisitioning and Issue Procedures (MILSTRIP)												
10.4.1 Automatic requisition								A	B	-	-	-
10.4.2 Process SPR								1a	b	-	-	-
10.4.3 Due-ins								A	B	-	-	-
10.4.4 Process status								1a	b	-	-	-
10.4.5 Priority designators								A	B	-	-	-
10.4.6 Process follow-up								a	b	-	-	-
10.4.7 Manage ARC images								-	-	-	-	-
10.4.8 Exception codes								A	B	-	-	-
10.5 Validate due-outs								-	b	-	-	-
10.6 Priority monitor report (D18)								A	B	-	-	-
10.7 Process cancellations												
10.7.1 Due-in/due-out update								a	b	-	-	b
10.7.2 Due-out cancellations								a	b	-	-	b
10.7.3 Due-in cancellations/ requests								a	b	-	-	b
10.8 Unserviceable asset control								-	-	-	-	-
10.9 Process shipments												
10.9.1 Directed								a	b	-	b	-
10.9.2 Non-directed								a	b	-	b	-
10.9.3 Transfers								a	b	-	b	-
10.9.4 Denials								-	-	-	-	-
10.9.5 Total Asset Visibility (TAV)								-	a	-	b	-
10.10 Monitor base retention/ excess program												
10.10.1 Supplies								-	-	-	-	-
10.10.2 Equipment								-	-	-	-	-
10.11 Recoverable Assembly Management Process Systems (RAMPS)								-	-	-	-	-
10.12 Fund requirements								-	-	-	-	-
10.13 Process Forced due-out release								-	b	-	-	-
10.14 Materiel Obligation Validation (MOV)								-	-	-	-	-
10.15 Billed-not-received (BNR), received-not-billed (RNB), and ship-not-credited (SNC) transactions								-	A	-	B	-
10.16 Supply assistance/supply difficulty								-	-	-	-	-
10.17 Numeric Parts Preference Codes (NPPC)								-	-	-	-	-
10.18 MILSTAMP tracer reconciliation program												

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (2) QTP	(1) CDC	(2) Crs
10.18.1 Process MILSTAMP tracer reconciliation report								-	b	-	-	-
10.18.2 Research/coordinate discrepancy action								-	b	-	c	-
10.18.3 Process TAR (Tracer Action Report) action								-	b	-	-	-
10.18.4 Initiate follow-up								-	b	-	-	-
11 EQUIPMENT MANAGEMENT PROCESS												
TR: AFMAN 23-110												
11.1 Air Force Equipment Management System (AFEMS)												
11.1.1 USAF								-	-	-	-	-
11.1.2 Support equipment transformation								-	-	-	-	-
11.1.3 ALCs								-	-	-	-	-
11.1.4 AFGLSC												
11.1.4.1 Equipment management								A	B	-	-	-
11.1.4.2 Property custodian								A	B	-	-	-
11.1.5 LRS								-	-	-	-	-
11.2 Maintain control register								-	-	-	-	-
11.3 Functions												
11.3.1 Allowance standards								A	A	-	B	-
11.3.2 User profiles								-	-	-	-	-
11.3.3 Research								-	-	-	-	-
11.3.4 Data transactions								A	-	-	-	-
11.3.5 Messaging								A	-	-	-	-
11.3.6 Ad Hoc processing								-	-	-	-	-
11.3.7 File transfers								-	-	-	-	-
11.3.8 Configuration management (TORC)								-	-	-	-	-
11.3.9 Reconciliation								-	-	-	-	-
11.3.10 Rejects/variances								-	-	-	-	-
11.4 Non-equipment authorized inventory data (EAID)								A	-	-	-	-
11.5 AF Form 601 (TACR)/2005								A	B	-	B	-
11.6 (Load/change/delete) in-use details								-	b	-	-	-
11.7 Products and listings												
11.7.1 Q09 -Allowance source code listing								-	B	-	-	-
11.7.2 Q10-Out -of-balance listing								-	B	-	-	-
11.7.3 R14-custodian authorization/custody receipt listing	X							A	B	-	-	-
11.7.4 D24- Daily equipment transaction report								-	-	-	-	-
11.7.5 R15 Organizational Visibility List								-	B	-	-	-
11.7.6 R25 Special Purpose Recoverables Authorized Maintenance (SPRAM) listing								-	B	-	-	-
11.7.7 R46 Weapons and COMSEC reports								-	A	-	B	-
11.8 SPRAM								-	B	-	-	-
11.9 Process transfer between custodians								-	b	-	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
(FET)/bases (1ET)												
11.10 Process deployments												
11.10.1 Pre-deployment planning								-	-	-	-	-
11.10.2 Update deployment records								-	-	-	-	-
11.10.3 Joint use								-	-	-	-	-
11.11 Repair and return procedures								-	B	-	-	-
11.12 Customer receipt jacket folder								A	B	-	-	-
11.13 Chief Financial Officer (CFO) act compliance								-	-	-	-	-
11.14 Reporting organization file (ROF)								-	-	-	-	-
11.15 Organizational visits												
11.15.1 Perform joint inventory								-	-	-	-	-
11.15.2 Evaluate unit program								-	-	-	-	-
11.15.3 Prepare written report								-	-	-	-	-
11.15.4 Conduct follow-up								-	-	-	-	-
11.16 Process FED								-	-	-	-	-
12 TURN-IN PROCESS												
TR: AFMAN 23-110												
12.1 Prepare turn-in documents												
12.1.1 Consumables/ expendables								2a	b	-	-	-
12.1.2 Repair cycle	X							2a	b	-	-	-
12.1.3 EAID								-	b	-	-	-
12.1.4 Non-EAID								-	b	-	-	-
12.1.5 Found on base items (FOB)								-	b	-	-	-
12.1.6 Hazardous material								-	-	-	-	-
12.1.7 Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR)								-	a	-	b	-
12.2 Action taken codes								-	A	-	-	-
12.3 In-check property								2a	b	-	-	-
12.4 Inspect property								2a	b	-	-	-
12.5 Process turn-in								2a	b	-	-	-
12.6 Move property to appropriate location								1a	-	-	-	-
12.7 Forms distribution								-	-	-	-	-
13 DOCUMENT CONTROL												
TR: AFMAN 23-110; AFI 37-138												
13.1 Manual /electronic document control												
13.1.1 Source documents								A	B	-	-	-
13.1.2 Perform quality control								1a	b	-	-	-
13.1.3 Document disposition								A	B	-	-	-
13.1.4 Resolve delinquent documents								-	b	-	-	-
13.1.5 Process document control mainframe program (NGV783R)								-	-	-	-	-
13.2 Maintain document support files								-	b	-	-	-
13.3 Manage shipment suspense program								-	b	-	-	-
13.4 Maintain letters of authorization to receipt for classified property								a	b	-	-	-

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	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
13.5 Maintain FIX document file								-	-	-	-	-
14 INQUIRIES												
TR: AFMAN 23-110; ES-S Users Guide												
14.1 Define types								A	B	-	-	-
14.2 Process								2a	b	-	-	-
14.3 Interpret												
14.3.1 Item record	X							2a	b	-	-	-
14.3.2 Detail record	X							2a	b	-	-	-
14.3.3 Part number	X							2a	b	-	-	-
14.3.4 Consolidated Transaction History (CTH)		X						2a	b	-	-	b
14.3.5 Repair cycle record	X							-	b	-	b	-
14.3.6 Requirements computation								-	b	-	b	-
14.3.7 Other inquiries								-	-	-	-	-
14.4 Discoverer												
14.4.1 Discoverer Plus/Viewer												
14.4.1.1 Create reports	X							1a	b	-	-	b
14.4.1.2 Process queries	X							1a	b	-	-	b
14.4.1.3 Export queries	X							1a	b	-	-	b
14.4.2 User administration								-	-	-	-	-
14.4.3 Use Sequential Query Language (SQL)								-	-	-	-	-
14.5 Enterprise Solution-Supply (ES-S)												
14.5.1 User administration								A	-	-	-	-
14.5.2 Process asset query	X							2b	b	-	-	-
14.5.3 Process orders query	X							2b	b	-	-	-
14.5.4 Process other queries								-	-	-	-	-
14.5.5 Research audit trail	X							2b	b	-	-	-
14.5.6 Process transactions	X							2b	b	-	-	-
14.6 Interrogate data systems												
14.6.1 AFMC automated systems								-	b	-	-	-
14.6.2 DLA automated systems								-	b	-	-	-
14.6.3 Other data systems								-	-	-	-	-
14.6.4 Cargo Movement Operations System (CMOS)								-	-	-	-	-
14.6.5 In-Transit Visibility (ITV) tracking tools								-	a	-	a	-
14.6.6 Global Air Transportation Execution System (GATES)								-	a	-	-	a
14.6.7 Logistics Installations and Mission Support-Enterprise View (LIMS-EV)								-	-	-	-	-
14.7 Weapon System Management Information Systems (WSMIS)												
14.7.1 Purpose/objective								-	-	-	A	-
14.7.2 Source of data								-	-	-	A	-
14.7.3 Modules								-	-	-	A	-
15 SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG)												
TR: AFMAN 23-110; DFAS-DE 7077.10-M; AFD 23-4												
15.1 Operating concept								-	A	-	-	-
15.2 Stock fund division												

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
15.2.1 Materiel Support Division (MSD)								-	A	-	-	-
15.2.2 General Support Division (GSD)								-	A	-	-	-
15.3 Management levels												
15.3.1 LRS								-	-	-	-	-
15.3.2 MAJCOM								-	-	-	-	-
15.3.3 Division								-	-	-	-	-
15.3.4 AFLSC								-	-	-	-	-
15.3.5 Accountable Officer Financial Working Group/Financial Management Board (FWG/FMB)								-	-	-	-	-
15.3.6 Supply funds (SMAG) manager								-	-	-	-	-
15.4 WRM/RSP funding								-	-	-	-	-
15.5 Operating program								-	-	-	-	-
15.6 Financial management reports								-	-	-	-	-
15.7 Manage GSD program execution								-	-	-	-	-
15.8 Credit return policy								-	-	-	A	-
15.9 Non-reimbursable issues/shipments								-	-	-	-	-
15.10 Reduced price sales								-	-	-	-	-
15.11 Inventory valuation								-	-	-	-	-
15.12 Investment equipment								-	-	-	-	-
15.13 Supply/DFAS interface (SMAS)								-	-	-	-	-
15.14 Operations & Maintenance (O&M) budget								-	-	-	-	-
16 REJECT/MANAGEMENT NOTICE PROGRAM												
TR: AFMAN 23-110												
16.1 Definition								A	B	-	-	-
16.2 Identify responsibilities								A	B	-	-	-
16.3 Research rejects	X							2a	b	-	-	-
16.4 Research management notices	X							2a	b	-	-	-
16.5 Resolve Reject												
16.5.1 Reprocess	X							2a	b	-	-	-
16.5.2 Force delete		X						-	a	-	b	-
17 DEGRADED OPERATIONS												
TR: AFMAN 23-110												
17.1 Responsibilities								A	B	-	-	-
17.2 Perform quality control								a	b	-	b	-
17.3 Perform inventories	X							1a	b	-	b	-
17.4 Manage listings	X							1a	b	-	b	-
17.5 Manual accountability												
17.5.1 Create issue	X							1a	b	-	-	b
17.5.2 Create TIN	X							1a	b	-	-	b
17.5.3 Create shipments	X							-	b	-	-	b
17.5.4 Create due-out	X							1a	b	-	-	b
17.5.5 Create special requisition (SPR)	X							1a	b	-	-	b
17.5.6 Create receipt	X							1a	b	-	-	b
17.5.7 Create DOR	X							1a	b	-	-	b
17.5.8 Perform manual storage procedures	X							-	-	-	-	-
17.6 Recovery												
17.6.1 Transactions		X						-	A	-	-	B
17.6.2 Accountability		X						-	A	-	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
17.7 Terms												
17.7.1 Short								A	B	-	B	-
17.7.2 Long								A	B	-	B	-
18 PROCEDURES AND ACCOUNTABILITY PROCESSES												
TR: AFMAN 23-110; AFIs 25-201, 90-201												
18.1 Self inspection								-	A	-	B	-
18.2 Surveillance checklist								-	A	-	B	-
18.3 Surveillance schedule								-	A	-	B	-
18.4 Conduct surveillance								-	a	-	b	-
18.5 Prepare surveillance reports								-	-	-	b	-
18.6 Customer support visits								-	A	-	B	-
18.7 Monitor management reports and listings								-	a	-	b	-
18.8 Review supply effectiveness data		X						-	b	-	b	-
18.9 Review training requirements								-	b	-	b	-
18.10 Management analysis								-	A	-	B	-
18.11 Types of analysis								-	A	-	B	-
18.12 Perform analysis								-	-	-	-	-
18.13 Types of reports								-	-	-	-	-
18.14 Review procedural changes								-	-	-	-	-
18.15 Recommend procedural changes								-	-		b	-
18.16 Review/coordinate software releases, advance program documentation, System Advisory Notices (SANs) and Rapid Communications (RAPCOMs)								-	-	-	-	-
18.17 Support agreement responsibilities for USAF organizations								-	-	-	-	-
18.18 Difficulty Reports (DIREPs)								-	A	-	B	-
18.19 Develop local procedures								-	-	-	-	-
18.20 Publish local procedures								-	-	-	-	-
18.21 How Goes It								-	-	-	-	-
19 WAREHOUSE OPERATIONS												
TR: AFMAN 23-110; AFJMAN 23-215; AFI 0-2; AFJI 23-207, DOD4145.19-R-1; TOs 0-1-01, 00-5-1, 00-20-3, 00-20K, 00-25-234, 00-35D-54, 00-110N, 00-85-3, 00-85A-23-1, 42E5-1-2, 42B series -2 series; AFI 64-102; MILSTD-101E												
19.1 INSPECTION PROCESS												
19.1.1 Determine property identity	X							a	b	-	-	b
19.1.2 Determine property condition								a	b	-	-	-
19.1.3 Prepare condition tags/labels								a	-	-	-	-
19.1.4 Process condition changes								-	b	-	-	b
19.1.5 Process identity changes								-	a	-	-	b
19.1.6 Shelf life items												
19.1.6.1 Identify								a	b	-	-	-
19.1.6.2 Schedule/process for tests								-	b	-	b	-
19.1.6.3 Monitor								1a	b	-	b	-
19.1.7 Petroleum/ chemicals												
19.1.7.1 Identify								-	b	-	b	-
19.1.7.2 Schedule/process for tests								-	b	-	b	-
19.1.7.3 Monitor								-	b	-	b	-
19.1.8 Request items to complete								-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B		C	
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	(2) QTP	7 Skill Level (1) CDC	(2) Crs
assemblies												
19.1.9 Functional check items												
19.1.9.1 Identity								A	B	-	B	-
19.1.9.2 Monitor								-	b	-	b	-
19.1.10 Time Change Technical Order (TCTO) items												
19.1.10.1 Identify								a	b	-	-	-
19.1.10.2 Report								-	b	-	b	-
19.1.10.3 Monitor								-	b	-	b	-
19.1.11 Suspect/ unsuitable materiel												
19.1.11.1 Identify								a	b	-	b	-
19.1.11.2 Monitor								-	b	-	b	-
19.1.12 Health hazard items												
19.1.12.1 Identify								a	b	-	-	-
19.1.12.2 Report								-	b	-	-	-
19.1.12.3 Inspect								-	b	-	-	-
19.1.12.4 Monitor								-	b	-	b	-
19.1.12.5 Material Safety Data Sheets (MSDS)								A	B	-	B	-
19.1.12.6 Disposal								-	a	-	-	-
19.1.13 Electrostatic Sensitive Devices/ Electrostatic Discharge (ESD) items												
19.1.13.1 Identify								a	b	-	-	-
19.1.13.2 Schedule/test								-	b	-	-	-
19.1.13.3 Monitor								-	a	-	b	-
19.1.14 Maintain inspection off-line checklist								-	-	-	-	-
19.1.15 Determine demilitarization code								-	-	-	-	-
19.1.16 Organizational refusals								A	B	-	-	-
19.1.17 Warranty/Guarantee items								-	A	-	-	-
19.1.18 Warehouse surveillance program								-	B	-	-	-
19.1.19 Inspection stamp control								-	-	-	-	-
19.2 RECEIVING PROCESS												
19.2.1 Off-load property								a	b	-	-	-
19.2.2 Segregate property								1a	b	-	-	-
19.2.3 In check property												
19.2.3.1 General								2a	b	-	-	-
19.2.3.2 Consolidated shipments								-	-	-	-	-
19.2.3.3 Pilferable								-	-	-	-	-
19.2.4 Process receipts	X							2a	b	-	-	-
19.2.5 Process variances												
19.2.5.1 Partial								a	b	-	-	b
19.2.5.2 Shortages								a	b	-	-	b
19.2.5.3 Overages								a	b	-	-	b
19.2.5.4 Excess								a	b	-	-	b
19.2.6 Process discrepancies												
19.2.6.1 Missing documentation								b	b	-	b	-
19.2.6.2 Misidentified								b	b	-	-	-
19.2.6.3 Unserviceable								b	b	-	-	-
19.2.7 Local purchase items								-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
19.2.8 Local manufacture items								-	-	-	-	-
19.2.9 Move to appropriate location								2a	b	-	-	-
19.2.10 Forms distribution								A	B	-	-	-
19.3 STORAGE PROCESS												
19.3.1 Identify types of warehouse facilities								A	B	-	-	-
19.3.2 Plan a warehouse layout								-	a	-	b	-
19.3.3 Effective utilization								-	B	-	B	-
19.3.4 Property storage												
19.3.4.1 General								A	B	-	B	-
19.3.4.2 Hazardous materials								A	B	-	-	-
19.3.4.3 Miscellaneous commodities								-	B	-	-	-
19.3.4.4 Gas cylinders								-	-	-	-	-
19.3.4.5 Precious metals								-	A	-	-	-
19.3.5 (Assign/change/ delete) Stock location	X							2a	b	-	-	-
19.3.6 Maintain stock number directory								-	-	-	-	-
19.3.7 Reconcile daily document register (D04) or local product								a	b	-	-	b
19.3.8 Update warehouse indicative data changes								a	b	-	-	-
19.3.9 Pull property								1a	b	-	-	-
19.3.10 Warehouse location validation												
19.3.10.1 Validate schedule								-	a	-	b	-
19.3.10.2 Prepare parameter input								-	b	-	b	-
19.3.10.3 Area preparation								A	B	-	-	-
19.3.10.4 Perform validation								1a	b	-	b	-
19.3.10.5 Resolve discrepancies								1a	b	-	c	-
19.3.10.6 Resolve serviceable balance-no location list discrepancies								a	b	-	b	-
19.3.11 Resolve warehouse refusals								a	b	-	c	-
19.3.12 Retail sales								-	-	-	-	-
19.3.13 Hazardous Materiel (HAZMAT) pharmacy								-	-	-	-	-
19.3.14 Environment Management Systems								-	A	-	A	-
19.3.15 Equipment authorization list	X							A	B	-	-	-
19.3.16 Classified receipt list	X							A	A	-	-	-
19.3.17 Delivery destination listing								-	-	-	-	-
19.3.18 Forms distribution								-	-	-	-	-
19.4 INVENTORY												
19.4.1 Complete inventory								A	B	-	B	-
19.4.2 Special inventory								A	B	-	B	-
19.4.3 Inventory schedule								A	B	-	B	-
19.4.4 Prepare parameter request								a	b	-	b	-
19.4.5 Perform inventory	X							a	b	-	b	-
19.4.6 Research discrepancy		X						a	b	-	c	-
19.4.7 Resolve discrepancies												
19.4.7.1 Adjustments								a	b	-	b	-
19.4.7.2 Reverse post								a	b	-	b	-
19.4.7.3 Without adjustment								-	b	-	b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
19.4.8 Review consolidated inventory adjustment document register (M10)								-	a	-	b	-
19.5 BENCH STOCK												
19.5.1 Customer support								A	-	-	-	-
19.5.2 Establish bench stocks								-	b	-	-	-
19.5.3 (Load/change/delete) bench stock details								-	b	-	-	-
19.5.4 Conduct bench stock review								-	b	-	b	-
19.5.5 Minimum reserve authorization/ minimum authorization quantity (MRA/MAQ)								-	B	-	B	-
19.5.6 Master bench stock list (S04)								-	B	-	B	-
19.5.7 Bench stock review list (M04)								-	B	-	B	-
20 VEHICLE UTILIZATION												
TR: AFMAN 23-110; AFI 24-203												
20.1 Proper care and use of general purpose vehicle								-	-	-	-	-
20.2 Operator responsibilities								-	-	-	-	-
20.3 Management of vehicles												
20.3.1 Policy								-	-	-	-	-
20.3.2 Vehicle control								-	-	-	-	-
20.3.3 Obtaining vehicles								-	-	-	-	-
21 MATERIEL HANDLING												
TR: DOD 4145.19-R-1												
21.1 Concept of materiel handling								B	B	-	-	-
21.2 Operate Mechanized Materiel Handling Systems (MMHS)								a	a	-	-	-
21.3 Storage Aids Systems (SAS)								-	A	-	-	-
21.4 Operate 10K/all-terrain forklift								-	-	-	-	-
21.5 Operate 4K forklift								-	-	-	-	-
21.6 Pallet build-up								-	a	-	-	-
22 GENERAL TASKS AND KNOWLEDGE												
TR: AFMAN 23-110, AFMAN 23-220, AFJMAN 23-215, AFI 23-111; AFI 91-301, AFI 24-201; DOD 4145.19-R-1; 40 CFG261; FED Standard 313; DFAS-DE 7077.10-M; AFI 65-103												
22.1 Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) program								A	-	-	-	-
22.2 Property responsibilities (AFI 23-111)												
22.2.1 Accountable officer								A	B	-	-	-
22.2.2 Responsible officer								A	B	-	-	-
22.2.3 Responsible person								A	B	-	-	-
22.3 Reports of Survey (ROS) for Air Force property (AFMAN 23-220)								-	B	-	B	-
22.4 Prepare AF Form 2011, request for automated data processing equipment products								-	a	-	-	-
22.5 Supply Discrepancy Report (SDR) program												

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
22.5.1 Process SDR report								-	b	-	-	-
22.5.2 Prepare SDR/SF Form 364								-	b	-	b	-
22.5.3 Submit SDR/SF Form 364								-	b	-	b	-
22.5.4 Process SDR/SF Form 364 response								-	b	-	b	-
22.5.5 Process SDR/SF Form 364 follow-ups								-	b	-	b	-
22.5.6 Maintain SDR/SF Form 364 consolidated suspense file								-	a	-	-	-
22.5.7 Process Incoming SDRs/SF Form 364s								-	b	-	-	-
22.6 Reusable containers												
22.6.1 Categories								-	A	-	-	-
22.6.2 Program management								-	-	-	-	-
22.7 Defense Reutilization and Marketing Service (DRMS) withdrawal								-	B	-	-	-
22.8 Zero overpricing (ZOP)								-	-	-	-	-
22.9 Government-wide Purchase Card (GPC)								-	-	-	-	-
22.10 Supply Interface Files System (SIFS)												
22.10.1 Use SIFS								-	a	-	b	-
22.10.2 Manage local SIFS files								-	a	-	b	-
22.10.3 Manage residue files								-	a	-	b	-
22.10.4 Manage narrative images								-	a	-	b	-
22.11 Research complaints, problems and inquiries for customers								-	-	-	-	-
22.12 Chemical/Biological/Radiological/ Nuclear Environment (CBRNE) task qualification training (TQT)								-	-	-	-	-
23 STANDARD ASSET TRACKING SYSTEM (SATS)/ASSET MANAGEMENT												
TR: AFMAN 23-110, Vol 2, Parts 2 and 5; SATS Users Manual; AFI 33-112; ES-S Users Manual												
23.1 Concept								A	B	-	-	-
23.2 Hand Held Terminal (HHT)												
23.2.1 Login/logoff								1b	b	-	-	-
23.2.2 Reboot (warm/cold)								-	b	-	-	-
23.2.3 Flash								-	b	-	-	-
23.2.4 Functions												
23.2.4.1 Process receipt								1b	b	-	-	-
23.2.4.2 Process movement								1b	b	-	-	-
23.2.4.3 Process put away								1b	b	-	-	-
23.2.4.4 Process pull								1b	b	-	-	-
23.2.4.5 Process delivery								1b	b	-	-	-
23.2.4.6 Process turn-in								1b	b	-	-	-
23.2.4.7 Process reject								1b	b	-	-	-
23.3 Workstation menu options												
23.3.1 Process receipt								1b	b	-	-	-
23.3.2 Process reject & movement								1b	b	-	-	-
23.3.3 Process put away								-	b	-	-	-
23.3.4 Process pull								-	b	-	-	-

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	A	B	A	B	C	D	E	A	B	C		
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23.3.5 Process delivery								1b	b	-	-	-
23.3.6 Process turn-in								1b	b	-	-	-
23.3.7 Review management reports												
23.3.7.1 Items not pulled		X						a	b	-	b	-
23.3.7.2 Items not put away		X						a	b	-	b	-
23.3.7.3 Items not received by customer		X						a	b	-	b	-
23.3.7.4 Other reports								-	b	-	-	-
23.3.8 Use administration tools								-	-	-	-	-
23.3.9 Maintenance functions												
23.3.9.1 Batch process								a	b	-	-	-
23.3.9.2 Download delivery list to HHT								a	b	-	-	-
23.3.9.3 Maintain org/shop code								-	b	-	-	-
23.3.9.4 Maintain squadron code								-	b	-	-	-
23.3.10 Maintain SBSS interface								-	-	-	-	-
23.4 Hardware/ software administration												
23.4.1 Configure server								-	-	-	-	-
23.4.2 Server backup/ recovery								-	-	-	-	-
23.4.3 Server file maintenance								-	-	-	-	-
23.4.4 Configure workstation								-	-	-	-	-
23.4.5 Radio Frequency (RF) device								-	-	-	-	-
23.4.6 Configure printers								-	-	-	-	-
23.4.7 User accounts								-	-	-	-	-
23.5 Load release software								-	-	-	-	-
23.6 Troubleshooting												
23.6.1 Review logs								-	-	-	-	-
23.6.2 Hardware/software								-	-	-	-	-
24 SYSTEM SOFTWARE												
TR: AFMAN 23-110, Volume 2, Part s 2, 4, 8, 9; Unisys System Base 8R1 Product Information Library (CD-ROM)												
24.1 Executive system								-	-		-	-
24.2 Use Executive Control Language (ECL)								-	a	X	-	-
24.3 System processors												
24.3.1 Use sort/merge								-	-		-	-
24.3.2 Use Interactive processing Facility (IPF)								-	a	X	-	-
24.3.3 Use other processors								-	-		-	-
24.4 Process record alteration (GV299)								-	-	X	-	-
24.5 Processing environment												
24.5.1 Use Database Management System (DBMS)								-	-	X	-	-
24.5.2 Access internal records								-	-	X	-	-
24.5.3 Multiple gang concept								-	A		-	-
24.5.4 Sizing database								-	-	X	-	-
24.5.5 Verify ADS (Automated Data System) required files								-	-	X	-	-
24.5.6 Verify database integrity								-	-	X	-	-
24.5.7 Disk management								-	-	-	-	-
24.6 Interactive Communications Interface (ICI)												

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B	C		
	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC (2) QTP	7 Skill Level (1) CDC (2) Crs		
24.6.1 Configure								-	-	X	-	-
24.6.2 Initialize								-	-	X	-	-
24.7 Database retrievals												
24.7.1 Use conversational Query Language Processor (QLP) commands								-	-	X	-	-
24.7.2 Develop QLP retrievals								-	-	X	-	-
24.7.3 Develop Supply User Report Generator (SURGE) retrievals								-	-	X	-	-
24.7.4 Develop combined retrievals								-	-		-	-
24.7.5 Debug retrievals								-	-	X	-	-
24.7.6 Review program document								-	-	X	-	-
24.8 Production support programs												
24.8.1 Use online								-	-	X	-	-
24.8.2 Use batch								-	-	X	-	-
25 SYSTEM OPERATIONS												
TR: AFMAN 23-110, Vol 2, Parts 2, 4, 8, 9, Volume 3, DFAS-DE 7077.10-M, Unisys System Base 8R1 Product Information Library (CD-ROM)												
25.1 Computer Operations												
25.1.1 Initialize the ADS								-	-	X	-	-
25.1.2 Initiate modes of processing								-	-	X	-	-
25.1.3 Schedule reports/ listings								-	-	X	-	-
25.1.4 Process schedule								-	-	X	-	-
25.1.5 Process End-of-Year procedures								-	-	X	-	-
25.1.6 Process COMREM input								-	-	X	-	-
25.1.7 Use system control key-ins								-	-	X	-	-
25.1.8 Use Universal Data System (UDS) monitor								-	-	X	-	-
25.1.9 Process DAY inputs								-	-	X	-	-
25.1.10 Perform database recovery												
25.1.10.1 GV								-	-	X	-	-
25.1.10.2 CTH								-	-	X	-	-
25.1.11 Use pseudo reader								-	-	X	-	-
25.1.12 Process base constants								-	-	X	-	-
25.1.13 Review console type-out file								-	-	X	-	-
25.1.14 Manage Tape utilization log								-	-	X	-	-
25.1.15 Use NAPZ00								-	-	X	-	-
25.1.16 Correct runstream errors								-	-	X	-	-
25.1.17 Use Select/TRIC Table								-	-	X	-	-
25.1.18 Perform database migration								-	-	X	-	-
25.1.19 Monitor Air Force Centralized Database (AFCBD) upload								-	-	X	-	-
25.2 SIFS												
25.2.1 SIFS utility												
25.2.1.1 Process inbound/outbound								-	-	X	-	-
25.2.1.2 Review status								-	-	X	-	-
25.2.1.3 Re-trigger SIFS files								-	-	X	-	-
25.2.1.4 Transmit SIFS files								-	-	X	-	-
25.2.1.5 Distribute residue- file								-	-	X	-	-
25.2.2 Manage Automated Data Report Submission System (ADRSS)								-	-	X	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A	B	A	B	C	D	E	A	B		C	
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	(2) QTP	7 Skill Level (1) CDC	(2) Crs
25.3 Access - (FAS) link								-	-	-	-	-
25.4 Coordinate with Defense Enterprise Computing Center (DECC)								-	-	-	-	-
25.5 Reset passwords								-	-	X	-	-
25.6 SBSS security programs												
25.6.1 Load security file								-	-	X	-	-
25.6.2 Modify security file								-	-	X	-	-
25.6.3 List security file								-	-	X	-	-
25.7 Conduct security validation								-	-	X	-	-
25.8 Trace output								-	-	X	-	-
25.9 ES-S Administration								-	-	-	-	-
25.10 Portal Administration								-	-	-	-	-
25.11 Resolve 799 reject								-	-	X	-	-
26 THREAT REDUCTION ASSETS												
TR:												
26.1 Types												
26.1.1 Nuclear Weapons Related Materiel (NWRM)								A	A	-	B	-
26.1.2 Classified								A	A	-	B	-
26.1.3 Controlled Cryptographic Item (CCI) Communication Security (COMSEC) Serialized Control Items								A	A	-	B	-
26.1.4 Weapons								A	A	-	B	-
26.1.5 Sensitive								A	A	-	B	-
26.2. Materiel Management Processes												
26.2.1 Physical security								A	A	-	B	-
26.2.2 Inspection												
26.2.2.1 Identification								A	A	-	B	-
26.2.2.2 Condition								-	A	-	B	-
26.2.2.3 Discrepancy reporting								-	A	-	B	-
26.2.3 Receipt								-	A	-	B	-
26.2.4 Storage								-	A	-	B	-
26.2.5 Physical property movement								-	A	-	B	-
26.2.6 Special handling												
26.2.6.1 Documentation								-	A	-	B	-
26.2.6.2 Reconciliation								-	A	-	B	-
26.2.6.3 Serialized control								-	A	-	B	-
26.2.7 Accountability								-	A	-	B	-
26.2.8 Inventory								-	A	-	B	-
26.2.9 Shipment								-	A	-	B	-
26.2.10 In-Transit Visibility (ITV)								-	A	-	B	-
26.2.11 Disposal								-	A	-	B	-
26.2.12 Organic/Contract Repair								-	A	-	B	-
26.2.13 Issue								-	A	-	B	-
26.2.14 Stock Level								-	A	-	B	-

CONTINGENCY/EXPEDITIONARY TRAINING REQUIREMENTS

1. Commanders and supervisors, at all levels, should establish an effective contingency/expeditionary training program that takes into account the normal AEF battle rhythm. The following tables prescribe the minimum essential training tasks Airmen require training and certification on to meet the stated capability of the Unit Type Code (UTC). As the minimum training requirements, commanders should use completion of training associated with assigned UTCs as the determination of capability readiness in the AEF Reporting Tool (ART).
2. Ideally, Airmen/teams should begin the specified training 4-6 months before their AEF deployment. Flight superintendents/certifying officials will assess an Airmen's ability to perform the task to the "Go," "No-Go" level. A copy of the applicable training table, indicating completed training, should be placed in the Airman's AF Form 623, On-the-Job Training Record, and maintained until return from deployment.
3. UTCs/capabilities requiring training/certifying on specialized materiel handling (i.e., all-terrain fork lift) tasks require a minimum of 50 percent of personnel assigned against that UTC be certified on those tasks.
4. The MAJCOM Functional Manager is the waiver authority for required training.

UTC: JFBAC SUP ADV SBSS/ILS CON INMARSAT		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.1 Hardware				
3.1.1 Install peripherals				
3.2.1 Install				
3.2.4 Use operating system				
3.2.7.1 Air Force Portal				

UTC: JFBBS SUP BARE BASE SUPPORT		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
8.3.2 Basic expeditionary airfield resources (BEAR)				
9.1. Issue property				
9.2 Maintenance of assets				
9.4 Deployment preparation				
19.4 INVENTORY				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				

UTC: JFBCS CUSTOMER SUPPORT PACKAGE		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
5.1.1 AFMAN 23-110				
5.3. Research DO43 item ID system				
5.4 Research FEDLOG				
5.5.1 Process FIL				
5.5.2 Process FIC/FID				
5.9 Maintain listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc.)				
13.1.2. Perform document quality control				
13.1.4. Resolve delinquent documents				
13.1.5. Process document control program(NGV783R)				
13.4. Maintain letters of authorization to receipt for classified property				

UTC: JFBCW SUP MOBILITY SUPPORT		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
9.12.1. Assemble				
9.12.2. Issue				
9.13.1. Add/delete personnel				
9.13.2. Create a bag				
9.13.3. Process bag issue/turn-in				
9.13.4. Create standard query				
9.13.7.2. Backup database				
14.3.4. Consolidated Transaction				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
14.4.1.3. Export queries				
19.1.6 Shelf life items				
19.1.6.3 Monitor				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				

UTC: JFBDC DEPLOY COMPUTER OPS SUPPORT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.2.8. Use emulator package(s)				
3.2.9. Transfer data to/from mainframe				
20.10.1. Use SIFS				
22.10.2. Manage local SIFS files				
22.10.3. Manage residue files				

UTC: JFBFM INITIAL SUPPLY BEDDOWN PKG	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.2.7.1 Air Force Portal				
9.4.3 . Process deploy/return documentation				
9.4.4. Process deploy/return documentation				
9.14.3 Time Phased Force Deployment Data (TPFDD)				
11.14 Reporting organization file (ROF)				
14.6.5. In-transit visibility (ITV) tracking tools				
14.4 Discoverer				

UTC: JFBHM SUP HAZMAT MANAGEMENT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
12.4. Inspect property				
14.3.4. Consolidated Transaction History				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
19.1.7 Petroleum/ chemicals				
19.1.7.1. Identify				
19.1.7.3. Monitor				
19.3.13 Hazardous Materiel (HAZMAT) pharmacy				
19.3.14 Environment Management Systems				
19.2.4. Process receipts				
19.3.4.2 Hazardous materials				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				

UTC: JFBME					
SUP MATERIEL MGT EQUIPMENT PKG		Flight Superintendent Signature/Date			
		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
STS Reference/Training Task					
3.2.7.1 Air Force Portal					
4.2 Process the issue					
5.4. Research FEDLOG					
11.1 Air Force Equipment Management System (AFEMS)					
11.1.4.2 Property custodian					
11.1.5 LRS					
11.2 Maintain control register					
11.3 Functions					
11.3.1 Allowance standards					
11.3.2 User profiles					
11.3.3 Research					
11.3.4 Data transactions					
11.3.7 File transfers					
11.3.8 Configuration management (TORC)					
11.3.9 Reconciliation					
11.4 Non-equipment authorized inventory data (EAID)					
11.5 AF Form 601 (TACR)/2005					
11.6 (Load/change/delete) in-use details					
11.7 Products and listings					
11.7.3 R14-custodian authorization/custody receipt listing					
11.7.5 R15 Organizational Visibility List					
11.7.7 R46 Weapons and COMSEC reports					
11.10.1 Pre-deployment planning					
11.10.2 Update deployment records					
11.15 Organizational visits					
11.15.1 Perform joint inventory					
11.15.2 Evaluate unit program					
11.15.3 Prepare written report					
11.15.4 Conduct follow-up					
11.9 Process transfer between custodians (FET)/bases (1ET)					
14.2. Process inquiry					
14.3 Interpret					
14.3.4. Process CTH inquiry					
14.4.1.1. Create report					
14.4.1.2. Process queries					
17.1 Responsibilities					
17.6.2 Accountability					
20.4. Operate 10K all-terrain forklift					
20.1 Proper care and use of general purpose vehicle					
20.2 Operator responsibilities					
22.2 Property responsibilities (AFI 23-111)					

UTC: JFBMM				
MATERIAL CONTROL		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.2.7.1 Air Force Portal				
4.1.1. Stock number request				
4.1.2. Part number request				
4.2 Process the issue				
4.3.2. Review other assets notice				
5.4. Research FEDLOG				
6.2.1. Create due-out				
6.2.2. Delete due-out				
6.2.3 Modify detail (NOR)				
6.5 Monitor status				
7.2.1. Review repair cycle asset mgmt listing (D23)				
7.2.2.1. Perform DIFM reconciliation				
7.2.3. Process DIFM status codes				
7.4.1. Process base level repair				
11.9 Process transfer between custodians (FET)/bases (1ET)				
12.1.1. Turn-in consumables/expendables				
12.1.2. Turn-in repair cycle				
14.2. Process inquiry				
14.3 Interpret				
14.3.4. Process CTH inquiry				
14.4.1.1. Create report				
14.4.1.2. Process queries				
17.1 Responsibilities				
17.6.2 Accountability				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

UTC: JFBMR SUP MATERIEL RECEIVING	Flight Superintendent Signature/Date			
	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
STS Reference/Training Task				
10.18.2. Research/coordinate discrepancy actions				
10.18.3 Process TAR (Tracer Action Report) action				
12.1.1 Consumables/expendables				
12.1.4. Non-EAID				
12.3. In-check property				
12.4. Inspect property				
12.5. Process turn-in				
14.3.4. Consolidated Transaction History				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
17.5.2 Create TIN				
17.5.6 Create receipt				
17.5.7 Create DOR				
17.6.1 Transactions				
17.6.2 Accountability				
19.1.1. Determine property identity				
19.2.4. Process receipts				
19.2.5.1. Partial				
19.2.5.2. Shortages				
19.2.5.3. Overages				
19.2.5.4. Excess				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
21.4. Operate 10K all-terrain forklift				
22.5.2 Prepare SDR/SF Form 364				
22.5.3 Submit SDR/SF Form 364				
22.5.5 Process SDR/SF Form 364 follow-ups				
22.5.6 Maintain SDR/SF Form 364 consolidated suspense file				
22.5.7 Process Incoming SDRs/SF Form 364s				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

UTC: JFBMS MATERIEL STORAGE ACTIVITY/RSPs		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
19.1.1. Determine property identity				
19.1.2. Determine property condition				
19.1.6 Shelf life items				
19.6.1 Identify				
19.6.2 Schedule/process for tests				
19.6.3. Monitor				
19.1.9 Functional check items				
19.1.9.1. Identify				
19.1.9.2 Monitor				
19.1.11 Suspect/ unsuitable materiel				
19.1.11.1. Identify				
19.1.11.2. Monitor				
19.1.13 Electrostatic Sensitive Devices/ Electrostatic Discharge (ESD) items				
19.1.13.1. Identify				
19.1.13.2 Schedule/test				
19.1.13.3. Monitor				
19.3.5. (Assign/change/delete) Stock location				
19.3.9. Pull property				
19.3.10 Warehouse location validation				
19.4.5. Perform inventory				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
21.1 Concept of materiel handling				
21.2 Operate Mechanized Materiel Handling Systems (MMHS)				
21.4. Operate 10K/all-terrain forklift				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

UTC: JFBRC SUP REPAIR CYCLE MANAGEMENT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
7.2.1. Review repair cycle asset management listing(D23)				
7.2.2.1. Perform DIFM reconciliation				
7.2.3. Process DIFM status				
7.4.1. Process base level repair				
7.4.3. Process condemnation				
7.2.2.2. Process turn-around action				
12.1.1. Consumables/expendables				
12.1.2. Repair cycle				
12.1.7. Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR)				
12.3. In-check property				
12.4. Inspect property				
12.5. Process turn-in				
14.3.4. Consolidated Transaction History				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
17.5.2 Create TIN				
17.5.7 Create DOR				
17.6.1 Transactions				
17.6.2 Accountability				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
21.4. Operate 10K all-terrain forklift				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

UTC: JFBSL MAINTENANCE SUPPLY LIAISON	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
6.1 MICAP responsibilities				
6.2 MICAP due-out				
6.2.3 Modify detail (NOR)				
6.5 Monitor status				
7.1 Repair cycle overview				
14.3.4. Consolidated Transaction History				
14.4.1 Discoverer Plus/Viewer				
14.4.1 Discoverer Plus/Viewer				
14.4.1.2 Process queries				